

CREDIT CARD INSPECTION CHECKLIST

CREDIT CARD HOLDER: _____

ACTIVITY: _____

PERIOD INSPECTED: _____

Credit card holders must be inspected annually. A meeting should be held with the Approving Official to ensure cardholders are having no problems and are in compliance with requirements.

APPROVING OFFICIAL: _____

	YES	NO	NA
1. Are the following documents on file and current:			
a. Appointment Letter	_____	_____	_____
b. Training Certificate	_____	_____	_____
c. Fort Dix SOP/Army SOP	_____	_____	_____
d. Internal SOP from Approving Official	_____	_____	_____
e. Log of All Credit Card Actions	_____	_____	_____
f. Reconciled Credit Card Statements	_____	_____	_____
2. Are written supporting documents maintained	_____	_____	_____
3. Is documentation organized in a manner that shows a clear audit trail	_____	_____	_____
4. Are purchases being rotated among vendors	_____	_____	_____
5. Are all purchases authorized by regulation	_____	_____	_____
6. Is the Approving Official inspecting files annually as required.	_____	_____	_____
7. Were all purchases beneath the single Purchase limit (no split purchases).	_____	_____	_____
8. Were all purchases made by delegated cardholder	_____	_____	_____
9. Is accountable property handled properly?	_____	_____	_____
10. Is there evidence of pre-approval for all Purchases by the Approving Official?	_____	_____	_____
11. Are Approving Official statements free of interest charges.	_____	_____	_____
12. Are mandatory sources being used	_____	_____	_____

INSPECTION COMPLETED BY: _____ **DATE:** _____